

Retention and Classification Report

Agency: Sandy (Utah). Board of Adjustment (3052)

10000 Centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer

80613 Board of Adjustment case files

AGENCY: Sandy (Utah). Board of Adjustment

SERIES: 80613

3

TITLE: Board of Adjustment case files

DATES: 1974-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

these files document requests for exceptions to the Sandy City Development Code and the final decision of the Board of Adjustment. The files contains an application (name, address, phone number, property address and zoning); Treasurer's receipt for filing fee; memoranda with staff recommendations and analyses; property's legal description; maps and photographs of variance subject site; list of names and addresses of property owners within 300 feet of subject property; bond estimates (Site Plan Review); copy of hearing notice; Board of Adjustment agenda; and and of minutes of Board of Adjustment meeting.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

this retention is based on the administrative needs expressed by the division. Since the minutes of the Board of Adjustment document all final decisions and are maintained permanently, these files have no further value after their administrative needs had been met.

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(continued)

PRIMARY CLASSIFICATION:

Public